

Task: Manually Create New Sample

Description:

A sample record has to be created before submitting test results to the system. This file describes how you can manually create a new sample record using online forms. A new sample can also be created via uploading the correct DIMEXML file for non-Caltrans users. For the DIMEXML Schema, please visit the following link:

<https://dime.dot.ca.gov/index.php?r=dimexml/schema>

Who can perform this task?

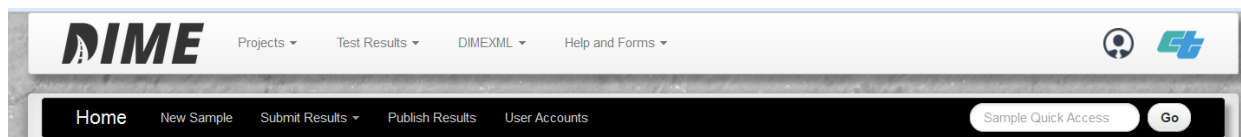
New samples can be created by users with data editing privileges.

Steps:

1. Log into DIME by entering your Email and Password at the following login page:

<https://dime.dot.ca.gov/index.php?r=site/login>

2. Once you are logged in, click on the 'Samples' menu to bring up the dropdown menu. Then click on 'Submit New Sample'.

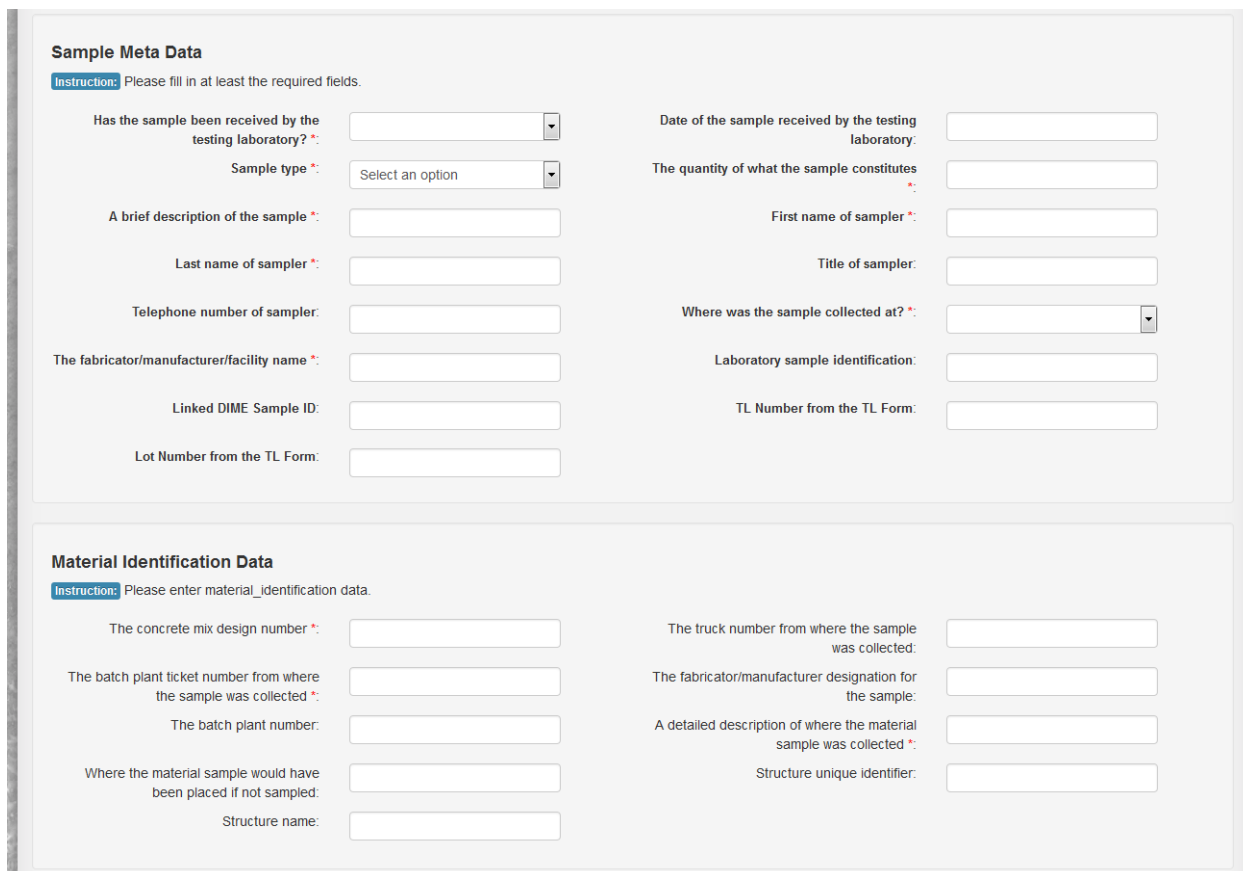


3. Type the Caltrans project identification number into the Project Identifier box, select a material type, and select the sample taken date for the sample. Then hit the Next Button.



The screenshot shows the DIME web application interface. At the top, there is a navigation bar with the DIME logo and links for Projects, Test Results, DIMEXML, and Help and Forms. Below this is a secondary navigation bar with links for Home, New Sample, Submit Results, Publish Results, and User Accounts. A 'Sample Quick Access' button and a 'Go' button are also present. The main heading is 'New Sample Form'. Below the heading, there is an instruction: 'Submitting a new sample to DIME is simple. First, fill in the project ID of the project the sample is taken for, the sample material type, and the sample taken date. Second, fill in the sample meta data and the material identification data.' The form is divided into two sections: 'Sample Identification Information' and 'Sample Meta Data'. The 'Sample Identification Information' section contains three input fields: 'Project Identifier' (with the value '9999'), 'Material Type' (a dropdown menu with 'Concrete' selected), and 'Sample Taken Date' (with the value '09/01/2015'). A 'Next' button is located below these fields.

4. The page shows the rest of the form for creating a new sample after the Next button is clicked. Follow the instructions on the page and fill in all of the required fields.



The screenshot shows the 'Sample Meta Data' and 'Material Identification Data' sections of the DIME web application. The 'Sample Meta Data' section has an instruction: 'Please fill in at least the required fields.' It contains 14 input fields arranged in two columns. The left column includes: 'Has the sample been received by the testing laboratory?' (dropdown), 'Sample type' (dropdown), 'A brief description of the sample' (text), 'Last name of sampler' (text), 'Telephone number of sampler' (text), 'The fabricator/manufacturer/facility name' (text), 'Linked DIME Sample ID' (text), and 'Lot Number from the TL Form' (text). The right column includes: 'Date of the sample received by the testing laboratory' (text), 'The quantity of what the sample constitutes' (text), 'First name of sampler' (text), 'Title of sampler' (text), 'Where was the sample collected at?' (dropdown), 'Laboratory sample identification' (text), and 'TL Number from the TL Form' (text). The 'Material Identification Data' section has an instruction: 'Please enter material identification data.' It contains 8 input fields arranged in two columns. The left column includes: 'The concrete mix design number' (text), 'The batch plant ticket number from where the sample was collected' (text), 'The batch plant number' (text), 'Where the material sample would have been placed if not sampled' (text), and 'Structure name' (text). The right column includes: 'The truck number from where the sample was collected' (text), 'The fabricator/manufacturer designation for the sample' (text), 'A detailed description of where the material sample was collected' (text), and 'Structure unique identifier' (text).

5. If you would like to assign/send the samples to other labs, select labs from the field below. Click on the 'Create Sample' button at the bottom of the page to create the sample when ready.

Assign Sample To Lab

Instruction: Please leave the following field empty if your organization/lab is performing the tests. If your organization/lab is not performing the tests, please select the organization(s)/lab(s) you are sending this sample to. The selected organization(s)/lab(s) will have access to this sample record and will be able to submit test results to the sample.

Lab Name:

[Create Sample](#)

6. If there was any error with the data, the page prompts you to fix the errors. Example shown below:

Material Identification Data

Instruction: Please enter material_identification data.

The concrete mix design number *:

The truck number from where the sample was collected:

The concrete mix design number The value must be a string containing between 1 and 250 valid characters

The batch plant ticket number from where the sample was collected *:

The fabricator / manufacturer designation for the sample:

The batch plant ticket number from where the sample was collected is required.

The batch plant number:

A detailed description of where the material sample was collected *:

A detailed description of where the material sample was collected is required.

Structure unique identifier:

Structure name:

7. Hit the 'Create Sample' button again after all of the errors are fixed. You are redirected to the sample's summary page after the sample record is created.

DIME Projects Test Results DIMEXML Help and Forms

Home New Sample Submit Results Publish Results User Accounts Sample Quick Access Go

» Projects » Project - DEA: 034E3804 » Sample 2015-08-20-00000002 » Sample Details

Sample Detail

Sample detail information. You may need to scroll down to see the tests for the samples [New to Sample Detail page? Click here for an on-screen tutorial.](#)

DIME Sample ID: 2015-08-20-00000002

Project Information

Project Identifiers	Project ID: 9999 DEA: 034E3804 EFIS: 0300020493 COOP: 99999333399
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Sample Operations

- [View Sample Detail](#)
- [Print Report](#)
- [Edit Sample](#)

Assigning tests operation are merged into one menu. Click "Assign Tests" below to see more detail.